

Job Description

Website & Graphic Designer, Azure Graphic & Web Design Ltd.

A Information

Post:	Website & Graphic Designer
Hours of work:	37½ hours per week
Salary:	c. £16,000 p.a. (basic wage plus profit share, final amount may vary)
Responsible to:	Lead Designer

B Responsibilities

- General organisation and execution of print and website projects
- Website design
- Graphic design including, but not limited to, branding, magazine layout, business stationery, corporate literature and other marketing materials
- Standards-compliant web page layout using XHTML/CSS
- Search Engine Optimisation work
- Managing domain set up, hosting and e-mails
- Flash animation
- Photography and video work
- Handling of telephone enquiries from clients
- Responding to email enquiries from clients
- Effective client training
- Effective technical support for clients and other staff
- Participating with other staff members as part of the Azure team
- Liaison with Lead Designer and Office Manager to ensure appropriate quality standards are met and timely delivery of projects
- Forward planning of work schedule
- Other tasks appropriate to the post as determined by the Lead Designer and Office Manager

C**Key outcomes**

- Imaginative and creative treatment of briefs
- Efficient delivery of print projects and website development
- Prompt responses to all incoming enquiries
- Efficient time management and accurate job recording
- Effective support for clients and other staff
- Effective communication with and support for clients
- Positive and harmonious atmosphere in the office

Achieved by:

- Implementation and development of agreed office procedures
- Attention to detail and forward planning
- Forging good relationships with clients
- Enthusiastic participation in the Azure team
- Regular liaison with and reporting to the Lead Designer